



Michigan Urban & Community Forestry Council: Policies & Procedures

Name: The name of this organization shall be "Michigan Urban & Community Forestry Council"

Purpose & Goals:

1. The purpose of the Council is to advise the Michigan State Forester, Urban Forestry Coordinator and Department of Natural Resources (hereinafter referred to as the State) on the best ways to preserve, protect, expand and improve Michigan's urban and community forestry resources.
2. The Council shall advise and assist the State in developing, implementing, monitoring and revising a statewide strategic plan on a 5-year basis.
3. The Council shall advise and assist the State on activities that promote the understanding, appreciation and practice of urban and community forestry in Michigan.
4. The Council shall act as an open forum, resource and catalyst for discussion of urban forestry issues in Michigan, regionally and nationally. The ultimate goal is to work cooperatively with all interested parties toward improving Michigan's urban and community forests.

Council Officers:

1. The Council officers shall be the Chair, Vice-Chair and Secretary.
 2. The Chair and Vice Chair shall be elected by the Council at the first meeting.
 3. The Chair and Vice Chair shall each serve two-year terms. The role of Secretary shall be permanently assigned to the State Urban Forestry Coordinator
 4. The Secretary shall keep minutes, maintain records of attendance and make reports as directed by the Council
 5. The Chair, with advice and assistance of the Vice-Chair, shall:
 - Set the agenda for each meeting of the Council. Any Council member may submit additional agenda items
 - Serve as spokesperson for the Council
 - Establish ad hoc committees and appoint/accept participants to such committees with approval of the Council
 - Supervise preparation of reports or documents containing Council advice on urban forestry matters, subject to approval of the Council
- *Additionally, the Chair may be requested to represent the Council on the DNR's Forest Management Advisory Committee.

Membership:

1. The Council shall be composed of 15 appointed, voting members, three (3) ex-officio, non-voting members and other invited non-voting members as follows:
 - 1 – board member from Michigan Forestry and Parks Association (MFPA)
 - 1 – registered landscape architect
 - 1 - Michigan State University Extension – Field office
 - 1 – university
 - 1 – community college
 - 1 - educator (k-12)
 - 1 - utility (arborist, supervisor, or management)
 - 1 - commercial arborist
 - 1 – conservation district / nature center / arboretum etc.
 - 2 - municipal forestry program personnel (one from communities < 30,000, one > 30,000)

2 - nonprofit organizations

1 - urban planner

1 - at large (interested individual, volunteer, developer, media etc.)

1 - regional USFS representative, ex-officio, non-voting

1 - Michigan DNR Urban Forestry Coordinator, ex-officio, non-voting

1 – state representative to USFS Midwest UCF Center committee, ex officio, non-voting

2 - state urban and community forestry staff, non-voting

2. The State Urban Forestry Coordinator shall appoint the initial members of the Council to staggered terms of one, two or three years as follows: five to one-year terms, five to two-year terms, and five to three-year terms. Term assignments will be done via random selection.
3. The term of a Council member shall be 3 years. The number of terms any member can serve is limited to two (2) consecutive terms.
4. No member of the Council other than the Chair may speak in the name of the Council or act in its behalf without prior authorization of the Council or its officers.
5. A member of the Council may attend the meetings of the Council, vote upon questions, which are considered by the Council and serve on and vote in committees established by the Council.
6. Vacancies on the Council shall be filled at the direction of the nominating committee.
7. Voting members who do not attend at least one meeting annually may be considered inactive and replaced on the Council.

Committees: The Council shall have the following standing committees and roles:

- Education – *identify and promote UCF awareness through education*
- Critical Issues – Identify current or potential U&CF issues that the program can address through strategic planning
- Research – *identify and promote current UCF research issues and results*
- Public Relations/Recognition – 1) identify opportunities and develop process for recognizing individuals and communities through awards 2) identify potential candidates for, and fill empty positions on the council

Committee membership may be made up of Council and non-Council members

1. Each committee shall appoint and be represented at full Council meetings by a Chair.
2. Each voting member of the Council is required to sit on at least one standing committee.
3. Committees shall meet on an as need basis

Meetings:

1. The Council shall meet on a semi-annual basis.
2. Meeting dates are determined by the Chair.
3. Fifty-one (51%) of the appointed voting members of the Council shall represent a quorum.
4. All meetings shall be open to the public

Compensation:

1. All members of the Council shall serve on a voluntary basis and receive no financial compensation or reimbursement for their time.
2. Travel expenses of Council members may be reimbursed at rates approved for state employees as funds are available beginning in FY06 (October 1, 2005)

Policy & Procedure Adoption:

1. These policies and procedures shall be adopted when approved by a majority of the members of the Council.
2. Amendments shall be made as needed and approved by a majority of the Council.